The Hawthorns Primary School

Northway, Woosehill
Wokingham, Berkshire
RG41 3PQ
Tel. 0118 979 1676

Teaching Assistant

Required as soon as possible
5 days per week (32.5 hours), 8:30am – 3:30pm, term time only (plus INSET days as required)
Grade 3 SCP 5-6 £26,427–£26,847 FTE, Actual Salary £19,370-19,678 (dependent on experience)

We are seeking to appoint a confident, skilled and enthusiastic Teaching Assistant who is passionate about supporting primary-aged children to achieve their very best. This is an exciting opportunity for an experienced practitioner to make a real difference by inspiring, motivating and nurturing a love of learning in every child. The role will include providing high-quality classroom support, as well as delivering targeted 1:1 and small group interventions for children with a range of additional needs.

We are looking for someone who:

- Demonstrates creativity, energy and enthusiasm in engaging and inspiring young learners
- Has consistently high expectations of pupils' achievement, behaviour and independence
- Is proactive, flexible and able to respond effectively to the varied needs of the classroom
- Works collaboratively as part of a team and communicates effectively with colleagues
- Is deeply committed to supporting children's wellbeing and personal development
- Has experience in supporting pupils with additional needs, including SEN, ASD and SEMH
- Has a proven track record of delivering effective interventions and leading small group learning

In return, we offer:

- Happy, enthusiastic children who are eager to learn and take pride in their school
- A welcoming, supportive and dedicated staff team who work closely together
- A strong commitment to staff development, with high-quality CPD opportunities
- A warm, inclusive school community with excellent parental support and links with The Circle Trust
- A thriving, well-resourced environment with spacious and attractive grounds

If you are an experienced Teaching Assistant looking to join a caring, ambitious and forward-thinking school, we would love to hear from you.

Please contact Mel Knight at recruitment@thecircletrust.co.uk to arrange a visit or phone call with the Headteacher.

Applications can be made via completing the application form and returning to Mel Knight on recruitment@thecircletrust.co.uk

Closing date: 9:00am on Monday 16 November 2026

Interview date: Applications will be reviewed upon receipt and suitable candidates may be invited to interview before the closing date. The Trust reserves the right to close this vacancy early and appoint before the closing date if a suitable candidate is identified. Early applications are strongly encouraged.

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.

Job Description

Job details

Salary: The Circle Trust Support Staff Pay Scale 3 [salary range: points 5-6]

Hours: 32.5 hours per week, 5 days a week [8:30am to 3:30pm with a 30-minute lunch break]

Contract type: Permanent, term time only (plus INSET days as required)

Reporting to: Class Teacher

Responsible for: Supporting teaching and learning of all children and the supervision of children at play and lunch times.

Main purpose

To support, motivate and inspire all pupils to achieve their full potential, including those with special educational needs, under the guidance of the class teacher and SENCO. The postholder will contribute to pupils' academic progress, emotional wellbeing and personal development in a safe, inclusive and nurturing environment.

Duties and responsibilities

Teaching and Learning

- Support the school's vision, values and commitment to high-quality education for all pupils
- Work with individuals and groups to promote independence and maximise learning across the curriculum
- Deliver high-quality targeted interventions for individuals and small groups
- Support pupils to achieve their individual targets in reading, writing and mathematics
- Prepare and adapt resources to meet the needs of all learners
- Support pupils' emotional regulation, resilience and engagement in learning
- Promote consistently high expectations of behaviour in line with the school's therapeutic approach

Inclusion

- Make adaptations and support pupils with SEND (including ASD and SEMH) to access learning and make progress
- Implement personalised strategies and programmes under the direction of the SENCO and class teacher
- Deliver and evaluate the impact of interventions
- Contribute to the planning, delivery and review of EHCP targets and individual support plans
- Monitor and record pupil progress, providing clear and timely feedback to staff
- Contribute to meetings such as Annual Reviews where required

Supporting the Class Teacher

- Provide regular feedback on pupil progress and engagement
- Assist with assessment and record keeping
- Support communication with parents/carers under teacher guidance
- Accompany pupils on educational visits, taking responsibility for assigned groups
- Contribute to a well-organised, stimulating and safe learning environment

Pupil Welfare and Safeguarding

- Promote and safeguard the welfare of all pupils in line with statutory guidance and school policies
- Be vigilant and report any safeguarding or welfare concerns promptly
- Promote inclusion, equality and respect for diversity
- Support pupils' social development, including during unstructured times

Wider School Contribution

- To ensure the smooth running of lunchtimes; helping to set up the lunch/dining hall, supervising the children eat and helping clear up the hall and playgrounds
- Supervise pupils during break and lunchtimes, actively engaging in positive play
- Support extra-curricular activities, including leading or assisting with clubs
- Contribute to the organisation of resources in a curriculum area
- Attend training, staff meetings and professional development opportunities
- Administer first aid where required (training provided if necessary)
- Ensure the health and safety of the children; promptly report concerns and details of accidents/incidents as necessary
- Undertake any other reasonable duties as directed by the Headteacher

Additional Responsibilities

- Maintain confidentiality and adhere to GDPR requirements
- Uphold professional standards and the school's staff code of conduct
- Contribute positively to the wider life of the school
- The Teaching Assistant will be required to safeguard and promote the welfare of children and young people and follow school policies.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

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Person Specification

Qualifications and training

	Criteria	Essential	Desirable
1.	NVQ Level 2 / CACHE Level 2 Certificate or equivalent or relevant experience	✓	
2.	Good standard of general education e.g. GCSE English, Mathematics and Science	✓	
3.	Relevant Level 3 qualification		✓
4.	Training in SEND, safeguarding or behaviour support		✓

Experience

	Criteria	Essential	Desirable
5.	Experience of working with primary-aged children in an educational setting	✓	
6.	Experience of supporting children with a range of special educational needs	✓	
7.	Experience delivering effective interventions and small group support	✓	
8.	Experience maintaining records and tracking pupil progress	✓	
9.	Experience communicating effectively with a range of stakeholders	✓	

Knowledge and understanding

	Criteria	Essential	Desirable
10.	Knowledge of the national curriculum	✓	
11.	Knowledge of child development and learning processes	✓	
12.	Awareness of strategies to support pupils with additional needs	✓	
13.	Knowledge of some of the emotional, behavioural and social difficulties that may create barriers to learning.		✓
14.	Understanding of safeguarding, behaviour and inclusion in a school setting	✓	
15.	Basic knowledge of IT to effectively support children		✓

Skills and abilities

	Criteria	Essential	Desirable
16.	An ability to develop positive relationships with children, valuing their diversity, to enhance their learning and social development	✓	
17.	Excellent communication and interpersonal skills	✓	
18.	Proven written and oral communication skills	✓	
19.	Good literacy and numeracy skills to support learning	✓	
20.	Skilled in questioning to deepen pupil understanding		✓
21.	Ability to work effectively both independently and as part of a team	✓	
22.	The ability to work with a range of professionals from external agencies	✓	
23.	Ability to remain calm, patient and solution-focused in challenging situations	✓	
24.	Ability to support and engage reluctant learners		✓

Personal qualities

	Criteria	Essential	Desirable
25.	A commitment to uphold the school's vision, values and staff code of conduct	✓	
26.	Warm, caring and child-centred approach	✓	
27.	Flexible, proactive, positive and adaptable	✓	
28.	High expectations of pupils' achievement and behaviour	✓	
29.	A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner	✓	
30.	Commitment to professional development	✓	

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